

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Career Planning Coordinator
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 10/2020

REQUIREMENTS: Bachelor's Degree Required, Secondary Guidance Certificate Required, Must have or be willing to get Act 34/15/114 Clearances.

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, a desire to be of service to others, and a need to assume personal accountability for their work. In addition, the employee must be able to solve problems, orchestrate activities and duties as needed, be successful at building teams and capitalize on relationships with others.

JOB STATEMENT: The Coordinator will encourage student participation in ECTS Programs and to provide support services to assure success in their chosen career. The Coordinator will also maintain the role and responsibility for activities normally associated with the position of Guidance Counselor.

PERFORMANCE RESPONSIBILITIES:

1. Develop and present programs exploring work, military, and post-secondary options.
2. Arrange opportunities for groups of students to meet with representatives from post secondary education, the military, and business and industry.
3. Provide support for nontraditional students with assistance from the Enrollment and Community Engagement Coordinator and Business Partnerships and Cooperative Education Coordinator.
4. Distribute and track scholarship opportunities for students.
5. Supervise secondary student records. (NIMS/NOCTI/ SOAR/WIN as assigned)
6. Develop and monitor procedures for counseling and career aptitude testing students.
7. Support administration with the various surveys.
8. Counseling and advisory services to students.
9. Monitor student progress and maintain a system of communicating concerns to students, parents, and home school counselors.
10. Coordinate standardized testing and assist Supervisor of Instructional Support Services with collection and analysis of data.
11. Present in-service programs to staff and faculty.
12. Participate in campus advisory committees including but not limited to Graduation, NTHS, Skills USA.
13. Support student recognition programs.
14. Assist instructors with development of individual student career objectives and career pathways.
15. Other duties as assigned.

BARGAINING UNIT CLASSIFICATION: Professional Employee-Teacher Contract

Terms of Employment: 185 days

I have reviewed the above job description and analysis and understand the requirements of the position _____. (Initials)

Employee

Date

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Created: 3/98

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